

WSDOT Local Airport Aid

- Outstanding Grants
- Upcoming Grant Cycles
- Grant Program Overview
- Applying for Airport Aid
- Sponsor Record Keeping

Outstanding Grants

- \$3.3 Million awarded in 2005-2007 biennium
- \$1.6 Million unexpended as of April 20, 2007
- Projects must be completed by June 30, 2007

Upcoming Grant Cycles

- 1st round for 2007-2009 Biennium
 - Applications now being accepted through June 15, 2007
 - Grant awards to be announced by July 6, 2007 (Pending Governor's approval of budget)
 - Anticipating \$1 M

- 2nd round for 2007-2009 Biennium
 - Call for grants February/March 2008
 - Grant awards April/May 2008

- Possible 3rd round in 2009?

Grant Program Overview

- Must have a master plan or airport layout plan in place prior to receiving a construction grant
- Airport must be included in Comprehensive Plan and have protective zoning in place or working towards implementation
- NPIAS airports must access federal funds first
- Environmental review must be completed prior to construction
- Minimum 5% local match

Grant Program Overview

- Maximum \$250,000 in any one grant
- Must use a professional engineer for public works construction
- Must document “In-Kind” labor and materials
- Project must support the goals and interests of WSDOT Aviation and the Washington State Aviation System Plan
- Grant applications are evaluated by project category and airport type as described in Chapter 4 of the *WSDOT Airport Aid Grant Procedures Manual*

Airport Aid Allocation

Type of Airport	Type of Project		
	Pavement	Safety	Maintenance, Security & Planning
	75%	15%	10%
NPIAS GA airports w/<20 based aircraft, and all non- NPIAS airports (41 airports) (55%)	41%	8%	6%
All Others (48 airports) (45%)	34%	7%	4%

Applying for Airport Aid

- Airport Aid Application Form (WSDOT Form 900-030 EF)
 - Application
 - Project Data Sheet
 - Supplemental Justification

- Supporting Documentation
 - Statement of Support from Elected Officials
 - Adopted Resolution stating matching funds available
 - Detailed Project Schedule
 - Engineering/Planning Consultant Selection Process
 - Project Plans & Specifications
 - Estimated Costs / Engineer's Estimate / Spending Schedule
 - Property Appraisal

Applying for Airport Aid – Cont'd

- Airport Layout Plan (ALP)
- Capital Improvement Plan (CIP)
- Protective Zoning / Comprehensive Plan

WSDOT Form 900-030 - Airport Aid Application

- Name, Public Entity, Airport Info
- Project Priority and Description
 - List projects in order of sponsor priority
 - Break projects down by project elements and list as separate line items (i.e. environmental, design engineering, construction, etc.)
- Airport Layout Plan and Protective Zoning
 - Does WSDOT Aviation have your plans and zoning ordinances on file?

WSDOT Form 900-030 - Airport Aid Application – Cont'd

- Expected Start Date and Completion Date
 - Be realistic
 - Keep in mind that WSDOT can only pay for work performed after a grant agreement has been executed and Notice to Proceed has been issued.
 - Projects funded must be completed within current biennium – July 1, 2007 to June 30, 2009 (preferably within current grant cycle)

WSDOT Form 900-030 – Project Data Sheet

- Submit a separate Project Data sheet for each project
 - Each project line item from page 1 of the application needs to have a separate Project Data Sheet completed
- Project Type
 - Indicate which WSDOT project category the project falls under
- Project Description
 - Provide a detailed project description – What specifically will be accomplished with this project?
- Sketch

WSDOT Form 900-030 – Project Data Sheet – Cont'd

- **Justification**

- Explain why you feel your project should receive funding
- Be clear and specific
- Reference documents such as Pavement Management Report or Airport Layout Plan

- **Cost Estimate**

- Be specific
- How were project costs arrived at?
- Support your numbers
- Submit on separate sheet if necessary

WSDOT Form 900-030 – Supplemental Justification

- Submit a separate sheet for each project
 - Each project line item from page 1 of the application needs to have a separate Supplemental Justification sheet completed
- Be specific in your responses, it could help you score additional points

Any Questions on Airport Aid Application Forms?

Supporting Documentation

- Statement of Support from Elected Officials
 - Letter to WSDOT Aviation, or
 - Include in Resolution

Supporting Documentation

- Resolution
 - Detailed Project Description
 - Statement that Matching Funds are Available and Allocated for Project
 - Include both dollar amount and percentage of matching funds
 - Can Also Include Statement of Support for Project
 - Adopted by Elected Governing Body

Supporting Documentation

- Detailed Project Schedule
 - Consultant / Engineer Selection
 - Scope of Work Development
 - Environmental / Cultural Resources
 - Design Engineering
 - Bidding
 - Award
 - Construction

Supporting Documentation

- Engineering / Planning Consultant Selection
 - RFQ Advertisements
 - SOQ Submittals
 - Selection Criteria/Process
 - Negotiations
 - Scope of Work

Supporting Documentation

- Project Plans and Specifications
 - Engineering Drawings
 - Bid Specifications
 - Detailed Description of Project
- In Other Words...Provide Sufficient Detail of Your Project

Supporting Documentation

- Project Costs
 - Vendor/Supplier Cost Estimates
 - Engineer's Estimate
 - Project Bids
- Volunteer Labor and Materials
 - Include supporting documentation (i.e. proposed labor and equipment hours, rates, goods and services to be provided and performed)
- Spending Schedule – What is your schedule for utilizing the grant funds?

Supporting Documentation

- Property Appraisal

- For land acquisition projects, the Public Entity shall secure at least two written appraisals by competent, experienced appraisers who are members of a recognized professional appraisal organization

Airport Layout Plan (ALP) – Capitol Improvement Plan (CIP) – Comprehensive Plan/Zoning

- Is proposed project included in your adopted plans?
- Is your airport included in and protected by local Comprehensive Plans and Zoning Ordinances?
- Include sections of the plans that support the proposed project

Sponsor Record Keeping

- WSDOT Aviation Fiscal Analyst conducting audits of airport sponsor grant files
- Concerns regarding organization of files
- Reminder to sponsors to keep organized files
- Key Documentation
 - Consultant Selection Documentation (i.e. RFQ advertisements, SOQ submittals, selection criteria/process, negotiations)
 - Scope of Work
 - Environmental Documentation (i.e. SEPA, Cultural Resources, etc.)
 - Permits
 - Bid Documents (i.e. invitation to bid, pre-bid meeting minutes, bid opening results, etc.)

Sponsor Record Keeping - Cont'd

- Key Documentation
 - Engineers Estimate
 - Plans and Specifications
 - Contract Documents (i.e. notice of award, executed contract, certificate of insurance, bond, non-collusion affidavit, notice to proceed, change orders, etc.)
 - Agency Documentation (i.e. L & I Intent to Pay Prevailing Wage, Affidavit of Wages Paid, Department of Revenue Notice of Completion, etc.)
 - Accounting Documentation (i.e. Invoices, payments, payroll records, grant reimbursement requests, etc.)
 - Construction Documentation (i.e. meeting minutes, inspection reports, engineer reports, etc.)
 - As Builts

We're Here to Help!

Eric Johnson

(360) 651-6303

johnsel@wsdot.wa.gov

Jeff Kvamme

(360) 651-6304

kvammej@wsdot.wa.gov